

SUPPLEMENTAL APPLICATION QUESTIONNAIRE

Name (Last, First, Middle):

School or Program:

INSTRUCTIONS FOR COMPLETING SUPPLEMENTAL APPLICANT QUESTIONNAIRE

The purpose of this form is to gather specific and detailed information concerning the degree to which you possess the knowledges and abilities (KAs) required by the training program for which you applied. For each KA shown on the attached pages, please give: (1) a synopsis of your background describing experience and/or education, training, awards, and outside activities which show possession of the KA; and (2) a specific accomplishment which you feel best reflects your possession of the KA. Be sure to describe accomplishments you feel are at your highest level, and use those that are as **recent** as possible. Each accomplishment must include the following:

- (1) A description of the problem to be solved or the objective to be achieved.
- (2) A description of what was done and when (given approximate dates). Education, training or awards included in descriptions must be related to accomplishments.
- (3) A statement of the outcome, result, or success of the accomplishment.
- (4) The name, address, and telephone number of someone who can verify the information. Indicate whether the person was a supervisor, co-worker, instructor, committee chairman, etc.

MOBILITY AGREEMENT

I make the following statements as a part of my application for training with full knowledge of the penalties involved for willfully making a false statement (18 U.S. Code 1001).

Signature

Date

DO NOT ATTACH ADDITIONAL SHEETS, JOB DESCRIPTIONS OR SAMPLES OF YOUR WORK

CONTINUE ON REVERSE SIDE

Name:

1. Ability to research, analyze and evaluate: Ability to obtain information, define problems, identify relationships, evaluate quality, assess impacts and consequences, and make conclusions/recommendations; includes the ability to determine quality of projects, programs, or performance by comparison against standards or objectives.

BACKGROUND SYNOPSIS -

ACCOMPLISHMENT:

Problem or objective -

What I actually did and when (approximate dates) -

What the outcome was -

Verifying person (name, address, phone) -

Name :

2. Ability to communicate orally: Ability to brief, instruct, explain, advise, or persuade on job-related matters.

BACKGROUND SYNOPSIS -

ACCOMPLISHMENT:

Problem or objective -

What I actually did and when (approximate dates) -

What the outcome was -

Verifying person (name, address, phone) -

Name:

3. Ability to communicate in writing: Ability to express ideas in writing, e.g., reports, information papers, letter, manuals, etc. Include published professional or other materials.

BACKGROUND SYNOPSIS -

ACCOMPLISHMENT:

Problem or objective -

What I actually did and when (approximate dates) -

What the outcome was -

Verifying person (name, address, phone) -

Name:

4. Professional knowledge: Expertise and knowledge in your occupational field.

BACKGROUND SYNOPSIS -

ACCOMPLISHMENT:

Problem or objective -

What I actually did and when (approximate dates) -

What the outcome was -

Verifying person (name, address, phone) -

Name :

5. Knowledge of policy-making process: Knowledge of methods, procedures and systems, used to develop and issue policy; understanding and assessing impact of policy upon user.

BACKGROUND SYNOPSIS -

ACCOMPLISHMENT:

Problem or objective -

What I actually did and when (approximate dates) -

What the outcome was -

Verifying person (name, address, phone) -

Name :

6. Ability to innovate and synthesize: Ability to develop policies, procedures, programs, or solutions to problems; ability to integrate or orchestrate to produce new ideas or strategies; ability to originate action ("self-starter").

BACKGROUND SYNOPSIS -

ACCOMPLISHMENT :

Problem or objective -

What I actually did and when (approximate dates) -

What the outcome was -

Verifying person (name, address, phone) -